

LANL FAMILY DAYS 2002

“We Are Family”

Security Plan

SUMMARY

On April 13, 2002, LANL will hold a Family Day Event, entitled “We Are Family”, that will allow access to security and non-security areas by U.S. uncleared family members. This procedure will identify the requirements that must be met for access to the specific areas identified. Protective Force personnel will control the access at all security areas and ensure that the requirements have been met prior to access and will ensure compliance while inside the security areas. Participants will be immediate family members of LANL employees and sub-contractors as defined in AM 313.38

OVERVIEW

Activity Timeframe- This activity will begin at 8:00 am on Saturday, April 13, 2002 and will conclude at 3:00 pm on Saturday, April 13, 2002.. The Security Areas will be open from 10:00 am to 2:00 pm. At the conclusion, Protective Force personnel or other authorized personnel will conduct a security sweep of all security areas to ensure no uncleared personnel remain.

Invitees- LANL will invite the families of its employees to view science in action. Only U.S. citizens who are family members of employees will be allowed within security areas. It is anticipated that Los Alamos, Espanola, Santa Fe, Bernalillo, and Albuquerque will participate.

Activity Concept- Each group will put together their own activity calendar for their area, in accordance with the security guidelines addressed herein.

SECURITY

AREA ACCESS

Badging:- All employees must have their security badge with them and properly displayed according to standard procedures. Although family members taken inside the security areas will not be required to have badges, each person should have a name tag (supplied by the local DSO) with their name and the name of the employee sponsoring their access.

Escorting- The sponsor of the visitor(s) is responsible to comply with LANL escort requirements at all times while their visitors are inside the security areas.

Note: Every uncleared or unbadged individual must be accompanied by his/her sponsor throughout the entire tour.

Prohibited OR Controlled Articles- No prohibited or controlled articles will be introduced to security areas. This includes personal cameras, personal tape recorders, personal palm pilots, 2 way pagers, Firearms, alcohol, explosives, illegal drugs, and any dangerous instrument likely to produce harm on an individual. PTLA SPO/SOs will ask visitors upon entering Security Areas if they have any prohibited/controlled articles, prior to allowing access.

Division Requirements- Divisions with groups in cleared, secure areas that may want to provide a special tour must comply with all official laboratory procedures (Escorting Uncleared individuals into Security Areas) for tours in their areas. The 1812 will not be required since all posts will have access logs (provided by CRO), as do unmanned security areas.

Activity Planning- Each Division DSO will be responsible for identifying and controlling the activities within their assigned area(s) of responsibility.

Tour Coordinator- Groups that want to provide a tour will designate a tour coordinator who will prepare a tour itinerary, secure the signed approval of the appropriate Facility Manager, their line manager, and coordinate with their DSO. The DSO will in turn work with PTLA and S-2.

Tour Time- All tours and activities inside the security areas must be conducted between 10:00 am and 2:00 pm on April 13, 2002.

Tour Size- 10 personnel per escort. Exceptions to this will be coordinated with S-2 and the secure facility.

Note: The tour inside security areas is for family members (U.S. Citizens Only) of employees in that work area only. Friends of the family and family members of others are not eligible.

Access Logs- All DSO's must ensure that all personnel within the security area planning to participate within a security area must pre-register family members on the required sign-in log that will be provided to security personnel for access authorization at the primary access point. Anyone showing up with family members who have not been pre-registered on the log will not be authorized access to the security areas and will be advised by security personnel that they may participate in activities elsewhere at the laboratory that are outside security areas.

Prohibited and Controlled Articles- It will be the responsibility of the DSO to ensure that all personnel registering their families for access are reminded of the prohibited and controlled articles rules in security areas (specifics addressed on previous page).

Escort Requirements-It will be the responsibility of the employee to ensure that all family members remain with them at all times. Each registration packet will include Safety as well as Security guidelines for both the escort and the people being escorted.

Citizenship- ONLY U.S. citizens will be authorized inside security areas. Personnel with family members who are not U.S. Citizens may participate in activities outside the security areas only.

Note: Foreign nationals with proper authorization and badges may enter the security areas for normal work duty if they meet all the standard security requirements for access.

Authorized Security Areas-Limited and Exclusion Security Areas may participate in Family Days with no activity or authority for access into any Material Access Areas.

Authorized Access Points-To ensure the integrity of security at LANL is maintained, all persons entering/exiting a security area with uncleared persons must enter/exit through a security post staffed by Protective Force personnel OR other authorized personnel. **The use of turnstiles is not authorized.** This will ensure that authority and accountability have been maintained of all persons who entered and exited the security areas on this date.

Classified Material Security-Each group within the security area will be responsible for ensuring that all classified material has been properly stored in GSA approved containers and secured prior to the beginning of this activity.

Computer Security- All classified computers will be shut down and will not be turned on for the duration of this activity. Unclassified government computers will not be used for unofficial use unless they have been pre-approved in the local activity plan by the DSO, and the OCSR, and may only be used as intended and under the direct supervision of the employee. These activities must be coordinated with CIO.

OPEN AREA ACCESS

FAMILIES VISITING AREAS AFFECTED BY SECCON POSTS (SECURE OR OPEN AREAS) MUST HAVE AT LEAST ONE INDIVIDUAL IN THE VEHICLE WHO POSSESSES A DOE STANDARD BADGE AND VOUCH FOR ALL THE OCCUPANTS AND CONTENTS IN THE VEHICLE.

Escorting-Visitors are responsible for maintaining control of their children (as well as ALL family members at all times.

Prohibited/Controlled Articles-No prohibited or controlled articles will be introduced to the open areas. This includes cameras, video equipment, cellular telephones, firearms, and explosive devices.

SAFETY

Priority Issue-Safety will be a high priority issue and the decision to approve a tour will reside with the area's Facility Manager, who will obtain concurrence from the owning Division Director (per AM 616 revised). Facility Management may provide additional restrictions or procedures that must be followed to ensure the safety of all families.

Hazard Awareness-Parents and tour coordinators must be sure that they are very familiar with the hazards in the specific area and that the proper personal protection equipment (PPE) is worn (i.e. safety glasses, ear plugs, etc.) when and where appropriate.

Radiation Hazards-Where radiation monitoring is required, ensure that minors do not exceed a 100mrem dose limit in a year. Radiation and high radiation areas will be off limits as will contamination or airborne radioactivity areas. If there is a reasonable potential for visitors to receive 50 mrem, they must be assigned a TLD dosimeter. Otherwise, no dosimetry is required.

Emergency Evacuation-It will be the responsibility of the DSO and designated tour guides to ensure that all personnel are provided the Emergency Evacuation Procedure for their area to share with their families as needed.